

**ADMINISTRATIVE**  
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11 February 1980

MEMORANDUM FOR: Chief, Programs and Procedures Staff,  
Office of Personnel Policy, Planning,  
and Management

STATINTL

FROM: [REDACTED]  
Chief, SIS Support Staff

SUBJECT: Suggested Input on SIS for OPPPM FY 1982  
Program Call

1. Per our discussion, the following is our suggested input for the SIS section of the OPPPM FY 1982 Program Call:

On 4 November 1979, CIA supergrade officers officially became members of the Senior Intelligence Service (SIS). Patterned after the Senior Executive Service established for Federal agencies under the Civil Service Reform Act of 1978, the SIS was set up under existing CIA legislation. A small staff of personnel officers, aided by an inter-directorate task group and with guidance from the Executive Committee, prepared a series of SIS subsystem proposals which were approved by the DDCI. The SIS System was announced officially on 1 October 1979 and all CIA supergrade officers were invited to join. All but one chose to do so (that officer noting his previously declared intention to retire in January 1980 which he did). All subsequent promotions of GS-15s have been to SIS-1 rather than to the former General Schedule GS-16 level.

The SIS System is intended to improve the effectiveness of our senior management system by recognizing and rewarding excellent performance with stipends and awards. Other incentives include lifting annual leave accumulation limits (subject to an annual 80-hour "use or lose" rule) and the opportunity for sabbaticals and participation in senior officer development programs. A key element links job performance evaluations, based on individual annual work plans, to consideration for these performance awards and stipends. Up to 50 percent of SIS members may receive cash awards ranging from 7 to 20 percent of basic salary.

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The SIS Support Staff was established in FY 80 to draw up implementing procedures and to administer this program under the direction of the D/PPPM (and through him, of the DDCI). The staff consists of three officers and a secretary. These four positions represent our Austere staffing level. Under an Enhanced level, an additional officer would be used most productively in the administration of this vital program.

2. Funds for performance awards and rank stipends are being included in the ODCI FY 82 budget submission, according to [REDACTED] of the Comptroller's Office.

3. Please let us know if you need additional information.

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[REDACTED]

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cc: DD/OPPPM ✓  
BO/OPPPM

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